



Coleridge Primary School

Learners for life

RESPECTFUL, RESILIENT, REFLECTIVE, ASPIRING, CARING AND CONSIDERATE

77 Crouch End Hill London N8 8DN

Telephone 020 8340 3173

Website www.coleridgeprimary.net email admin@coleridgeprimary.net

REQUEST FOR PUPIL LEAVE OF ABSENCE

This form should be used for **all** absences during school time, including medical appointments or religious observance. You will be notified by email **within 10 days** if your request has been approved by the Head Teacher.

PLEASE COMPLETE THE INFORMATION BELOW — PRINTING CLEARLY

NAME OF CHILD(REN)..... CLASS(S).....

DATES OF REQUESTED ABSENCE..... TOTAL NUMBER OF DAYS.....

REASON FOR ABSENCE—VENUE/PURPOSE/TIME.....

EMAIL ADDRESS—PLEASE PRINT CLEARLY AS THIS WILL BE USED TO NOTIFY YOU OF OUR DECISION

PARENT/CARER'S NAME.....

PARENT/CARER'S SIGNATURE..... DATE.....

The information contained on this form will be held on your child's attendance records in accordance with the terms of the Data Protection Act of 1984

As you are no doubt aware, it is extremely important that your child attends school on a full time basis. Taking time off school for extended periods can have a detrimental impact upon children's learning, and on their confidence and social wellbeing.

Children and families have 175 days off school to spend time together, including weekends and school holidays. We therefore prioritise children's attendance during term time and encourage you to make any arrangements for holidays or extended visits, in the allotted 175 days.

However, in exceptional circumstances time off is granted during the term time.

The school considers exceptional circumstances to be:

- Absences for a bereavement of a close family member
- Absences for important religious observances, but only for the ceremony and travelling time - not extended leave
- Families requiring time together to recover or deal with trauma or crisis (compassionate leave)
- The school will also make reasonable adjustments for students with special educational needs or disabilities
- The school will take into account the needs of families of service personnel if they are returning from long operational tours that prevent contact during scheduled holiday time

For Office Use Only

AUTHORISED / UNAUTHORISED/Under 5

EMAIL SENT

DATE

RECORDED ON INTEGRIS